

UAS Protection of Minors Committee Meeting Notes

Meeting: Monday May 21, 2018 in Egan Wing 115 10:00-11:30 am

Call in number provided.

Members present: Dan Garcia, Gail Cheney, Eric Scott, Lori Klein, Karen Carey, Craig Cottrell, Trisha Lee, Kim Davis (Sitka), Gail Klein (Ketchikan)

Review POM Regulation and Policy

No recommended changes proposed.

Review POM Charge

No recommended changes proposed. The Committee accepted and approved the charge.

Registration process

The draft registration procedure was reviewed in detail. No significant changes were recommended. One of the problems with capturing risk associated with events, activities and programs that involve minors is the lack of a single UAS event/activity/program scheduling system. Right now in order to get visibility of events/activities/programs that involve minors, whether it is supervised by UAS or third parties, one must consult all of the following entities:

1. Room Scheduling
2. Recreation Center
3. Housing
4. Facilities Services (Noyes Pavilion)
5. Egan Library
6. Specific Departments (Native Resource Center, Financial Aid, Recruitment, Arts and Sciences, etc.)

Not all of these entities are set up with efficient calendars that show all events/activities/programs. Events calendars need care and feeding in order to be relevant and useful. Efforts to maintain updated event/activity/program calendars are not consistent among UAS departments. This makes capturing associated risk in a timely basis problematic since many risk management tools need time to accomplish (insurance policies, liability waivers, MOA's, MOU's, screening).

- Task:** Event scheduling needs to be made more efficient. Who?
Assigned to? Possibly room scheduling, registration, Executive Cabinet.
- Task:** Review of Google Form online registration. POM committee members have yet to review and provide comments. Pending

Training

The Committee agreed to take the POM Awareness and Mandated Reporter training provided by Praesidium in order to form an opinion of whether or not to recommend to the Chancellor that these courses become required training for UAS employees. The POM regulation only requires Authorized and Supervised Adults to have training.

POM training is available from our contractor, Praesidium. Those that need training will create a username and password on Praesidium's training portal and take the online courses. UAF EHS and the Systems Office of Risk Services are modifying the Praesidium training modules for placement on the MyUA training portal. These training modules will be initially considered Tier III courses (required based on job duties) but may be moved to Tier II depending on what the POM Committee recommends to the Chancellor.

Praesidium is holding another three day Guardian POM training this coming fall at UAA. Chief Risk Officer Tim Edwards recently offered to pay for at least two UAS employees to participate in this training. POM Committee agreed that UAS could benefit from sending two HR staff plus one staff from Sitka and one from Ketchikan.

- Task:** Update MyUA portal with POM training that has been modified by CRO Tim Edwards.
Assigned to Tim Edwards to place on MyUA, Dan Garcia to encourage progress.
 - Dan requested status 6/12/2018

Screening of Authorized and Supervised Adults

HR needs training in order to conduct screening interviews and review the standard application. These are specialized interviews/reviews related to uncovering child predators prior to work assignments with minors. HR Directors meeting is discussing training needs associated with screening activities.

The screening standard for Authorized Adults (paid or volunteer) is to conduct an interview, review a standard application, sign a code of behavior statement, check personal and professional references and conduct a background and sex offender registry check.

The screening standard for Supervised Adults (paid or volunteer) is to review a standard application, sign a code of behavior and conduct a sex offender registry check.

- Task:** Develop screening protocols for Authorized and Supervised Adults

Assigned to Gail Cheny

- Current UAS HR background checks meet the POM standard. All UAS employees get checked upon hire but POM regulation requires checks every 3 years.
5/21/2018
- Determine if HR or Departments will pay every 3 year for checks. Pending

- Gail relayed that her counterparts at the HR Directors Council use the Standard Application provided by Praesidium. 5/21/2018
- Gail to reach out to HR Directors Council for training on how to conduct POM screening interviews and how to assess standard application. Date Pending

UAS Authorized Adult list

HR described the basis for their initial attempt to generate a list of Authorized Adults based on job descriptions. This strategy did not generate a viable list since it included both Authorized and Supervised adults. Another approach discussed by the group is to survey all supervisors and department heads to identify actual and potential Authorized and Supervised Adults. HR is providing a list of supervisors and department heads that should participate in the survey.

- Task:** Develop initial list of UAS employees that are considered Authorized and Supervised adults.

Assigned to: Dan Garcia

- Committee identified a couple of employees that should be on list. 5/21/2018
 - Survey sent out 6/7/2018
 - Supervisors and Department heads are responding to the survey with details of their interactions with minors in their programs. 6/12/2018
 - Dan will place those identified on Google doc for committee review (date pending)
- Task:** After initial list is approved, continued maintenance and updating will be required. In order to maintain a viable list, this will require verification that the appropriate employees are on the list and have met their annual Authorized and Supervised adult requirements (sign code of conduct annually, background checks every three years). Who?

POM Website

Colin Osterhout has now taken over the POM website development. The registration procedures, screening process and training are just about ready for posting.

The website had contained several POM related documents from the Statewide Office of Risk Services website. These documents were written prior to the POM regulations but they still contain good information. Several members of the Committee expressed concerns that the documents were dated so they have been scrubbed from the website. A link to the Statewide website was added in case there is interest in those POM related guidance documents.

POM Committee meeting agenda and minutes have been placed on webpage

- **Task:** Online registration form (Google Doc) needs revisions by Webmaster.
Assigned to Dan Garcia and Colin Osterhout.
 - First draft of Google form completed by Emily Willauer. May 2018
 - Revisions requested by Dan 6/1/2018, 6/5/2018.
 - Changes to the Google Form for online registration requested by Dan 6/12/2018.

- **Task:** Revisions to Google Doc Form. With Emily gone, nobody at Facilities knows Google Forms.
Assigned to: Final development of the online registration has been transferred to the UAS Webmaster, Colin Osterhout.

Incident Reporting

The reporting procedures were briefly discussed. There was discussion of using a POM incident for a table top emergency exercise. Since we have not had a real life incident to exercise our procedures, a tabletop exercise could add clarity and confidence.

- **Task:** Develop table top exercise to train UAS staff to properly respond to an incident.
Assigned to Craig Cottrell